

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
JUNE 29, 2005

MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	Jeff Falter	Mike Miller	Mike Wankum
Gary Lyndaker, Vice-Chair	Richard Gerling	Paul Monda	Chris Wilkerson
Dan Ross	Rob Gourley	John Namassy	Scott Willett
Steve Adams	Cliff Gronauer	Ray Pope	Paul Wright
Augie Buechter	Gina Hodge	Cathy Reinkemeyer	Doug Young
Todd Craig	Diana James	Joanie Schwartze	
David Crain	Ryan Lanclos	Tony Spicci	
Tim Dwyer	Bob Meinhardt	Debbie Tedeschi	

MEMBERS NOT IN ATTENDANCE:

Jon Beck	Stacy Gillmore	Theresa Luebbering	Jon Rickman
Harold Burnette	George Hagedorn	Mark Mabe	Steve Siegler
Greg Burris	Russell Helm	Carl Medley	DeWayne Sprenger
Chip Byers	Bobbie Koelling	J. Rick Mihalevich	Mary Willingham
Ralph Caruso	Don Krueger	Amy Niedergerke	
Jill Drennen	Don Lloyd	Scott Peters	
Steve Earney	Gretchen Lockett	Cindy Renick	

Jim Roggero called the meeting to order at 8:31am.

PRESENTATIONS/DISCUSSION ITEMS

1. There will be no presentations today.
2. Next month Bob Meinhardt will be doing a presentation, with discussion, on the Architecture Process and Methodology.
3. Dr. Keith Mathis will be present at next month's meeting to discuss the Project Management Training program and certification process, his background and philosophies, and the feedback from the PM classes thus far.

ACTION ITEMS

1. Approval of the May 25, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the May 25 meeting were presented for approval. Gina Hodge made the motion to approve the minutes and Steve Adams seconded the motion. Minutes were approved unanimously.
2. Function Codes Status Report (Chris Wilkerson) – Chris stated he had sent out, via email, 3 documents showing the recommended changes and the guidelines for use of the Core Information Technology Function Codes. Chris discussed various specific changes within the documents, and then the floor was opened for discussion. It was decided by the ITAB that these documents were well written and will serve as excellent tools and sources of reference. Cliff Gronauer made a motion to approve and adopt these changes and guidelines. The committee voted to approve unanimously. Chris was instructed to move forward with these documents. Chris also stated that the hardware and software purchases will be sent out to all members. They will be asked to update the information on the percentage of time individuals from their agency spend in the specific areas.

GENERAL BUSINESS

1. CIO Discussion (Dan Ross)
 - **Consolidation** – Dan stated that we are now a week away from consolidation and he would like to thank everyone for working with him on this endeavor. Dan also stated that he met with the department directors to discuss what consolidation will mean to them and their agency. He felt that initial fears regarding layoffs, etc. are starting to pass. He further stated that in the FY07 budget, more transfers will take place and will include the Department of Revenue. He has also begun meetings with IT staff to explain that they will now become OA employees. He stated that if anyone had an outstanding request to his office that had not been answered to please call Mary Luebbert, and she would see that an answer is received quickly.

- **Digital Government Summit** – Dan stated that he thought the Summit was very successful, and that everyone received valuable information from attending. He further stated that he was pleased it did not involve outside travel and, therefore, many individuals were able to participate.
- **State Auditors** – Dan stated that the state auditors returned to review the security measures. There are some located in OA and a few in other areas. He also stated that his office would fully cooperate. Christy Clark has a distribution list where previous questions the auditors have asked may be disseminated, so that others may respond in a consistent manner. It was stated that the auditors do not have the qualified staff to do this type of audit. Dan stated he would have Christy send out the address where this information may be found.
- **Internet Filtering Equipment** – Dan stated that the analysis had been done on the antivirus and spam software for the state. The appliances have now been delivered. Since the state is currently using freeware, every effort is being made to put the appliances in place, to quickly enable better support services.
- **Service Level Agreements** – Dan stated the agreements were coming along nicely. The focus is on the outcome and not what resources went into it. He feels we are half-way home now. He further stated that a Powerpoint would be coming out by the end of the week showing the status. He wants to make sure we have a final product before we go to the department directors. He stressed that if a position needs to be refilled then every effort will be made to refill it. Please keep open the possibility of condensing some positions, if possible.
- **Email Consolidation** – An Active Directory team has been formed to look at constructing a bid for consolidating the Active Directory. The goal is to have a plan by October 1, and to implement it as soon as possible. There is a good opportunity to make it work with state staff. Six departments within the consolidation and 3 outside will complete the state effort.
- **Consolidation of AS400 Platform** – There are many agencies who have different size and vintages of the AS400 machines. Some are in the consolidation, some are not. Everyone who has one will be invited to a meeting to discuss reducing the number of machines and focusing on the higher processing power of the larger machines. IBM will help in this effort.
- **Push-To-Talk Radio** – Dan has met with the Patrol and there was an interest in establishing a public/private partnership in sharing resources with some private companies who use push-to-talk. We have the go ahead from the Governor to have the lawyers look into whether or not we can do a public/private partnership and if there are any barriers to that. If not, we will start to look at this possibility. We could have a lot of Missouri covered, if we are able to join with the private sector.
- **This Meeting Is Your Meeting** – Dan encouraged everyone who is not already on one of the domain committees to join one, don't just be a spectator. Dan also met with Purchasing this week and it is time to review the contracting for consulting services and to look at the Prime Vendor contracts and the conditions under which they can be used. Dan asked for volunteers to meet with Purchasing, to talk about what worked and what didn't work, so that we can improve the contract language to get what we need.
 - Gina Hodge then asked if there was a new process for approving purchase orders beginning July 1. Dan stated no, their normal process should continue as is. If it is a really large item, then might be a good idea to check with Dan's office. Otherwise, continue as you have been doing.
 - Chris Wilkerson asked who at OA should be contacted for contractual issues. Dan stated to send questions to him. Also, on the Proof Point Product, Chris asked if the agencies who already have a product installed were going to be asked to migrate to the Proof Point Product. Dan stated that they would need to migrate by FY07. For FY06 it may be too costly and, therefore, not advisable.
 - Dan was then asked how the requests for additional staff in the FY07 budget were to be handled, and if a decision item needed to be submitted every time. Dan stated that there was going to be a meeting on how the budget instructions for FY07 will be handled. Details will be forthcoming.
 - Satellite Technology – Dan reported that Mike Hurst is working with the Guard to roughly identify a dozen sites. Paul Monda stated he would be going to Washington, D.C. next week to work on the actual acquisition of the systems. Hopefully, 12 state sites will be designated and an additional 10 Guard sites will be spread across the state geographically. The systems will be mobile systems for the Guard, but fixed systems for the State.
 - Dan stated that he met with David Crain and was given a demonstration of the new CRM system, a Microsoft product. The system is extensive and a very fine powerful system, as well as reasonably priced. It is a great tool to manage customers and contacts, generate communications, etc. The House will be using it for constituent management also.

– Dan stated that Dave Mosby, Director of Facilities Management, came to him stating that a lot of energy could be saved if the CRT monitors could be replaced with liquid crystals. He gave an example of where loan funds were given, and then the fund is paid back with the monies from the energy savings. Dave thought the state could do a similar thing with the CRT monitors. This might be an exciting opportunity and Dan is looking into this possibility.

2. ITAB Chair Items (Jim Roggero)

- Jim Roggero stated that according to the ITAB Charter, agencies that participate in ITAB must formally submit a letter to the ITAB Chair, identifying their representative and an alternate to the ITAB. If an agency's representative has changed, please send a letter designating the new rep and alternate. Jim also stated that the "letter" may be an actual letter or an email message.
- Jim Roggero reminded everyone that the Secretary of State's Office has sent out a workshop reminder that on July 12 a workshop will be held on Trustworthy Electronic Records, 8:00am-4:30pm, in HSTB Room 490. There is a cost of \$15 per person. The scheduled speaker is Dr. Charles Dollar, who is well recognized and very entertaining. Jim stated flyers will be on the side table if anyone is interested.

ITAB COMMITTEE UPDATES

1. Architecture Review Committee Update (Bob Meinhardt) – Bob stated that the committee is ready to start up the final domain that is currently defined within the architecture, the systems management domain. We have 6 agencies who have committed resources to the committee and they are looking for 2 more individuals. If any one is interested they should let Bob or Ron Thomas know. There will be a 2 day training associated with this. The first session, Architecture 101 Training – Introduction to Architecture Processes and the governance associated with architecture will last 4 hours. Anyone is welcome to attend. The rest of the session will be a day and a half training specific to the systems management domain – to address the domain issues. They are currently planning this training to take place over the next 4-6 weeks. A chairperson has not yet been identified, but will be shortly.
2. Customer Relations Management Committee Update (David Crain) – In David's absence, Jim Roggero stated that they have been doing an outstanding job and that things are processing very well. There will be some interaction with this committee at a future ITAB meeting.
3. Digital Media Developers Committee (Bobbie Koelling) – Bobbie was unable to attend but it was stated that this group is moving forward and almost has the web standards redone. The first round was approved and distributed to the agencies who are using them. Dan Ross then stated that he was informed of information on the OA website that was not current and referred to the previous administration. This ended up becoming an issue and Dan stressed that every page needs to be reviewed and made accurate and current, and needs to be sourced.
4. MOTEK Update (Jeff Falter/Laura Mertens) – Tim Dwyer stated that everyone should have received the monthly report. It was a good month and a good year. The chairmanship of this committee will now pass to Jeff Falter.
5. Personnel Committee (Chris Wilkerson) – Chris stated that the committee hasn't met while waiting to finalize the function codes issue. The committee will meet next month and begin the process of looking at some of the information that has been generated and how to "meld" it all together. It was stressed that there needs to be good attendance at the meetings, so that agenda items can get accomplished.
6. Project Management Standing Committee Update (Paul Wright/Tom Stokes) – Paul introduced Frank Cox (DOC) as the newest member of the committee.
 - Paul stated that in the past Project Management has offered a half day executive overview for individuals from the business executive level side. They are now looking at developing this for other levels as well.
 - The vitality process for the Best Practices document has been reviewed by Dr. Keith Mathis and he offered suggestions and revisions that would make this document current and consistent. They are now looking at a vitality process for keeping this document up to date.
 - The Certification Review Process is still being discussed. This is the process for the individuals that are already certified and then need to be renewed after a specific amount of time. When more details are established it will be brought back to the ITAB.
 - There have been some notices sent out in the last few days from Tom Stokes, regarding the next Project Management Training session. The session will begin July 11 and there are still some class openings. He reminded everyone that MOTEK is a great facility and it is extremely convenient being located in Jefferson City, with no travel expenses involved.
 - Paul reminded everyone that at next month's ITAB meeting, Dr. Keith Mathis will make a presentation on the Project Management certification course that is in place.

COLLABORATIVE EFFORTS

1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – No Report
2. Internet/MOREnet Update (Chip Byers) – Chip reported that the state internet connection was up 99.79% of the time last month. There was one scheduled internet outage, the Sunday before Memorial Day. There will be an outage this week after midnight on Saturday, into Sunday morning, and then the same time the following week to remove equipment. This should not affect performance in any way.
3. Missouri Network Management Steering Committee (Scott Willett) – Scott reported that the committee is scheduled to meet the first Tuesday of every month. They have been talking with agencies about the potential for the fiber infrastructure connectivity. If the update on this is ready, he will send a meeting schedule out to the committee, however, it may take another month. The RFP process should be done by mid-July.
4. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary stated that the open bids report went out this morning, and to give him a call if anyone has any questions. They are currently establishing pricing for the upcoming periods on the PCs and Printers under Prime Vendor. The PC purchasing period is going to be expanded to 120 days and the Printer purchase period will be 6 months. The printers will now be handled with multiple awards, much the same way as the PCs. Gary also stated that many contracts are about to expire and that a meeting invitation will go out for sometime in the month of July, to sit down and discuss what kind of statewide purchasing contracts are needed.
5. Technology Services Update (Gail Wekenborg) – Gail reported that the steering committee approved the cost allocation plan for FY06. Everyone should be receiving the book they distribute sometime soon.
6. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – No Report

OPEN DISCUSSION

1. Current/Planned Bids – Dan Ross asked that if anyone could help with “bid language” and the process of bidding to please let him know.
2. Security Committee – Everyone needs to appoint an individual to the ITAB Security Committee. Two-thirds of the agencies have not done this. The meetings are the third Thursday of every month, 1:30pm-3:30pm. Please send names of your designated representative to Lora Mellies at OSCA. Give her the name, email address and telephone number of the individual. Please respond to this request!
3. Job Shadowing – David Crain asked if there is anyone who would be willing to job shadow his new security person, please let him know. It was suggested the new person attend the Security meetings, to help in his training. It would be helpful for him to see what others are doing and would be a valuable resource for him.
4. Mentoring Committee – This committee has been inactive for a year. Someone who would be willing to take a leadership role with this committee is badly needed. It was acknowledged that Jan Grecian is making this work very well in the interim. Please contact Tim Dwyer or Jan Grecian if interested. It was stated that the Mentoring Committee has been very beneficial to the ITAB in the past, and would be even more so if expanded. A report will be given at the next meeting.

REVIEW OF ACTION ITEMS

1. The Mentoring Committee will hold a meeting and then report back to the ITAB on their status.
2. Dan Ross will have Christy Clark send out the contact name and distribution list regarding the auditor questions.
3. If an agency does not have a representative on the Security Committee, they are to appoint one and give the name, email address, and telephone number of that individual to Lora Mellies at OSCA.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, July 27, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**